

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

3075

FINANCIAL ANALYST I (ACCOUNTANT)

5/04/2018

(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$ 42,205 annually

PAY GRADE RANGE: \$ 42,205 - \$ 62,983 annually (Pay Grade 7)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by **4:30 p.m. on the extended deadline: Tuesday, May 29, 2018.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- An Associate's Degree from a CHEA accredited college or university in finance, business administration, public administration, or a related field, **AND** four (4) years of progressively responsible work experience in a related field.

OR

- A Bachelor's Degree from a CHEA accredited college or university with a degree in Finance, Business Administration, Public Administration, or a related field **AND** some amount of relevant experience specifically in the field of Finance or directly related to Finance.

OR

- A Master's Degree from a CHEA accredited college or university with a degree in Finance, Business Administration, Public Administration, or a related field.

EXAMINATION

The selection procedure for this position will consist of a **Training and Experience Questionnaire** 100% of score

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

Class Title: Financial Analyst I	Working Title	PCN: 1367
	Incumbent: vacant	Created: 12/10/2007 Updated: 8/31/2011

GENERAL DESCRIPTION

Under general supervision, performs a variety of financial functions within the Finance Department. Tasks include: assisting with budget preparation and maintenance, maintaining various financial record keeping systems, assisting in research and data collection activities, working as a team (collaborating with Financial Analysts and other members of the Finance Department), conducting financial analysis, reconciling bank statements, and performing regular accounting duties. May serve in support capacity to others in specialized financial areas. Performs associated duties as required.

ESSENTIAL FUNCTIONS

Assists with the preparation of proposed and final annual departmental budgets.

Monitors, updates, and documents changes to existing departmental budgets, grants, and contracts as needed.

Assists with the reconciliation and documentation of bank statements, trustee statements, cash, investments, taxes, etc.

Prepares spreadsheets, runs various financial reports, and distributes them as needed.

Interacts with other departmental representatives in order to resolve issues.

Maintains various filing and record keeping systems.

Performs statistical evaluation of financial data.

Collaborates with Financial Analysts to establish and monitor new and existing policies and procedures regarding budgeting, accounting, and cash management.

Assists in the performance of management studies (i.e. statistical research and evaluation) on City operations.

Oversees payroll operations and related activities

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

ACCOUNTING: Knowledge of general governmental accounting principles and procedures.

BUDGETING: Knowledge of budgeting preparation, control, and analysis.

COMPUTER SOFTWARE OPERATION: Ability to operate various computer software programs (i.e. Excel, Word).

MAINTAINING WORK RELATIONSHIPS: Ability to establish and maintain effective working relationships with team members and other departmental representatives.

FINANCE DEPARTMENT POLICIES: Knowledge of the City Finance Department policies and procedures.

ORAL AND WRITTEN COMMUNICATION: Ability to communicate both orally and in writing.

RESEARCH: Skill in research and analysis.

STATISTICS: Basic knowledge of statistics.

MATHEMATICS: Skill in mathematics.

MOTIVATION: Skill at maintaining team spirit and morale.

COOPERATION: Ability to cooperate with others.

FEEDBACK ACCEPTANCE: Ability to accept criticism and suggestions.

RECORD KEEPING: Ability to maintain accurate records and documentations.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses logic and/or scientific thinking to define problems, collect and analyze information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM QUALIFICATIONS

An Associate's Degree from an accredited college or university in finance, business administration, public administration, or a related field, **AND** four (4) years of progressively responsible work experience in a related field.

OR

A Bachelor's Degree from an accredited college or university with a degree in Finance, Business Administration, Public Administration, or a related field **AND** some amount of relevant experience specifically in the field of Finance or directly related to Finance.

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A Master's Degree from an accredited college or university with a degree in Finance, Business Administration, Public Administration, or a related field.